



> Educational Development Centre > Tertiary Learning and Teaching

# Graduate Certificate in Tertiary Learning and Teaching (Level 7).

<b>Duration:</b>	The programme is offered flexibly with the expectation of completion within three years.
<b>Location:</b>	Dunedin, or distance by arrangement.
<b>Options:</b>	Part-Time
<b>Start:</b>	Various start dates throughout the year, or by arrangement.
<b>Fee*:</b>	Domestic (approx): \$390.00 per each 10 credit course
<b>Application:</b>	Accepted throughout the year.

**The Graduate Certificate in Tertiary Learning and Teaching (Level 7) enables you to gain a formal teaching qualification as a learner-centred educator in the tertiary environment. This stimulating and flexible programme provides a work-based qualification, which will assist you to create, deliver and assess quality learning opportunities for students.**

**The overall intention is to support transformative developments within learning and teaching contexts. This programme is designed to support and extend those working as educators with adults.**

## ENTRY REQUIREMENTS:

It is preferable that participants are engaged in on-going teaching work with adults. Minimum entry requirements for students who wish to enrol in this graduate certificate are an undergraduate degree qualification or equivalent practical, professional or scholarly experience.

### International Students:

Must meet all stated entry requirements, plus demonstrate English language skills equivalent to an IELTS overall band score (academic) of 6.0 (with writing and speaking scores no less than 6.0 and reading and listening scores no less than 5.5).

## RECOGNITION OF PRIOR LEARNING:

Participants may apply for RPL according to the Otago Polytechnic RPL policy, AP501 Recognition of Prior Learning. The Programme Manager facilitates the assessment of RPL for courses or parts of courses. The Centre for Assessment of Prior Learning (CAPL) facilitates the assessment of RPL towards the full awarding of this graduate certificate. This is based on your significant prior knowledge and workplace experience.

## ADDITIONAL DOCUMENTATION:

Applicants must supply certified copies of proof of identity, academic records, proof of residency (where appropriate) and curriculum vitae if requested following application.

## SELECTION PROCEDURE:

All applicants who meet the entry criteria will be accepted.

## STUDENT ALLOWANCES/LOANS:

Full-time students of this programme are eligible for student loans and allowances (dependent on age and financial circumstances). Please contact Studylink for additional information 0800 88 99 00 or visit [www.studylink.govt.nz](http://www.studylink.govt.nz)

## SUGGESTED PROGRAMME STRUCTURE:

This is a 60 credit qualification composed of four compulsory 10 credit courses and the remaining 20 credits can be gained from elective courses. If new to tertiary teaching the elective Gaining Foundation Skills for Learning and Teaching is a great starting point.

If working through the compulsory courses Learner Centred Learning provides a sound base on which to develop the other courses, then the material is all drawn together at the end in the Constructing Courses to Enhance Learning course.

The Programme Manager is available and happy to discuss your path of study and all possible flexible options.

## YOUR WORKLOAD:

Each 10 credit course equates to 100 learning hours across the length of the course. A small portion of this time is in contact with facilitators or other participants the remainder of the time is self-directed.

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## QUALIFICATION STRUCTURE 2010:

### CORE COMPULSORY COURSES:

All compulsory courses can be completed online. The face to face workshops are optional.

#### LEARNER CENTRED LEARNING (Level 7 – 10 Credits)

Adult learning approaches are examined along with the creation of learner centred environments that foster active, interactive and deep learning strategies enabling students to achieve successful learning outcomes in a variety of contexts.

This is offered as a combination of workshops and online learning.

**Course Dates:** March 23 to June 25

**Workshop Dates:** March 23 & 30, April 20 & 27, May 4, 11 & 18  
Tuesdays (10.00am to 12.00pm)

#### FLEXIBLE LEARNING (Level 7 – 10 Credits)

This course enhances the understanding of flexible teaching and learning principles and processes, and their application to the design of flexible learning practices.

This is offered as a combination of workshops and online learning.

**Course Dates:** February 11 to June 25

**Workshop Dates:** February 11, March 11, April 22, May 20 & June 17  
Thursdays (1.00pm to 3.00pm)

An online introduction also offered February 11 (7.00pm to 9.00pm)

#### ASSESSING AND EVALUATING FOR LEARNING (Level 7 – 10 Credits)

Participants are exposed to a range of learner centred assessment theories, principles and practices which enable them to design or select, and implement appropriate assessment tools.

This is offered as a combination of workshops and online learning.

**Course Dates:** July 29 to November 26

**Workshop Dates:** July 29, August 5, 12, 19 & 26, September 2 & 9  
Thursdays (10.00am to 12.00pm)

#### CONSTRUCTING COURSES TO ENHANCE LEARNING (Level 7 – 10 Credits)

Participants are assisted to design flexible learner centred courses and integrated programmes, linking outcomes with learning, assessment and professional needs.

This is offered as a combination of workshops and online learning in semester one and repeated in semester two.

**Course Dates:** March 19 to June 25

**Workshop Dates:** March 19, April 30 & June 11  
Fridays (1.00pm to 4.00pm)

OR

**Course Dates:** July 30 to November 26

**Workshop Dates:** July 30, September 10 & October 22  
Fridays (1.00pm to 4.00pm)

## ELECTIVE COURSES:

### GAINING FOUNDATION SKILLS FOR LEARNING AND TEACHING (Level 5 – 10 Credits)

This course provides an introduction to adult learning styles, basic teaching and learning strategies, preparation of an education session and core assessment principles and practices.

This is offered as a two day block workshop followed by online learning.

**Course Dates:** February 9 to April 23

**Workshop Dates:** February 9 & 10  
Tuesday & Wednesday (9.00am to 3.00pm)

This course is also offered as a self directed online option with negotiated individual support and is approximately 10 weeks in duration with flexibility. Enrolment is available throughout the year

### ASSESSING FOR PRIOR LEARNING (Level 7 – 10 Credits)

This course offers understandings into the principles and practices of recognising prior learning. It explores how evidence can be gathered and presented and sound assessment decisions made.

This is offered online with negotiated individual support and is approximately 10 weeks in duration with flexibility. Enrolment is available throughout the year.

### WRITING FOR JOURNAL PUBLICATION (Level 7 – 10 Credits)

This course provides participants with a scholarly writing framework and support strategies to enable them to transform aspects of their practice and/or research into publishable journal articles.

This is offered as a series of face to face workshops supported by self-directed learning.

**Course Dates:** April 21 to October 13

**Workshop Dates:** April 21\*, May 5 & 19, June 2\*, August 4\*,  
September 1 & October 13  
Wednesdays (9.00am to 12.00pm)

Please note: April 21, June 4 & August 4 finish at 4.00pm

### EDUCATION FOR SUSTAINABILITY (Level 6 – 5 Credits)

This course assists participants to learn the concepts around Education for Sustainability and develop ideas on how to apply these to their own teaching. This is offered online and is approximately eight weeks in duration with flexibility. Enrolment is available throughout the year.

### SPECIAL TOPIC AT LEVELS 5, 6 OR 7 (Level 5, 6 or 7 – 5 or 10 Credits)

This course offers the opportunity for participants to undertake individualised study focusing in depth on a particular aspect of tertiary learning and teaching of the participant's choice. If interested in this option please discuss with the Programme Manager. Enrolment is available throughout the year.

### CROSS CREDITS AND RPL

NB: There are a variety of courses that you may have undertaken in other ways or through other programmes that can be cross credited or assessed for prior learning to gain the 20 elective credits required for this programme, such as:

- Embedding Literacy and Numeracy
- Facilitating Online Communities

Please discuss cross credit and recognition of prior learning options with the Programme Manager.

\*DISCLAIMER: While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.